



GRADUATE DEADLINES FALL 2009

PLEASE NOTE: THESIS STUDENTS AND DOCTORAL CANDIDATES MUST BE REGISTERED FOR A MINIMUM OF TWO (2) SEMESTER HOURS OF THESIS OR DISSERTATION CREDITS IN THE SEMESTER THE DIPLOMA IS AWARDED. ALL EXAMS (COMPREHENSIVE, PRELIMINARY) AND ALL DEFENSES REQUIRE REGISTRATION – SEE YOUR DEPARTMENT FOR DETAILS.

All forms mentioned in this deadline schedule may be collected at Office of Academic Services and Intern Support, Room 2301, Stone Building, Tallahassee, Florida or online at <http://www.coe.fsu.edu/OAS/support.html>

August 21, 2009 – If you did not make the manuscript final submission deadline for Summer 2009, but complete all degree requirements before the first day of the Fall term, it is possible to waive the registration requirement. To be eligible for this registration exemption, all degree requirements, including, manuscript clearance, must be completed prior to the first day of the Fall term. The Office of Graduate Studies can provide information on this procedure. Note: Before proceeding with registration exemption, international students must contact the International Center for Information on registration requirements regarding immigration/visa status.

August 24, 2009 through September 11, 2009 – Deadline to file application for graduation, **FALL SEMESTER**, at the Office of the University Registrar, A3900 UC. Please visit the university graduation website for more details: <http://registrar.fsu.edu/services/graduation/> (NOTE: You must apply for graduation even if you do not attend the commencement ceremony.)

September 8, 2009 – All Thesis, Treatise, Dissertation Research Approval Forms are due to the Office of Graduate Studies (see campus.fsu.edu under the Blackboard Organization “GradSpace”).

September 25, 2009 – Program of Study for new graduate students must be on file in the Office of Academic Services and Intern Support, Room 2301 Stone Building.

October 23, 2009 – Deadline for submission of Dissertation or Thesis to the department chair.

October 30, 2009 – Deadline for taking Comprehensive Exams or Defense of Thesis or Dissertation for **FALL SEMESTER**.

November 2, 2009 – Deadline for format approval by Manuscript and Clearance Advisor in Office of Graduate Studies (850/644-3501). All manuscripts must be submitted electronically in PDF format at clearance@mail.fsu.edu. No hard copies of manuscripts will be accepted. Please see *Guidelines and Requirements for Theses, Treatises and Dissertations* located under the under the Blackboard Organization “GradSpace”.

November 6, 2009 – Deadline for submission of all Master’s Prospectus, Doctoral Preliminary exams, Doctoral Prospectus, Dissertation Defense, finalized Program of Study, and **Final Term Degree Clearance form** for thesis students and doctoral candidates to Office of Academic Services and Intern Support, 2301 Stone Building. (**NOTE: You must have cashier’s stamp and all signatures before submitting the Final Term Clearance form to Office of Academic Services and Intern Support for Academic Dean’s signature**).

November 9, 2009 – Final deadline for submission of successfully defended thesis or dissertation, as a PDF file, as well as all required forms and documents to the Office of Graduate Studies Clearance Advisor, 408 Westcott. **All signatures must be original and obtained before the forms are submitted to the Clearance Advisor. The completed forms must be delivered in-person or mailed to the Office of Graduate Studies.**

December 1, 2009 – Last day to defend prospectus in order to graduate Spring 2010.

December 12, 2009 – Fall 2009 Commencement

PLEASE NOTE: THESE DEADLINES ARE STRICTLY ENFORCED TO FACILITATE TIMELY CLEARANCE AND EVALUATION FOR GRADUATION RECOMMENDATION. FAILURE TO COMPLY WITH THESE DEADLINES MAY PROHIBIT APPROVED GRADUATION AND DEGREE POSTING.